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# Train Of the Trainer (TOT)

## Course Overview

This program is highly interactive with participants being the main focus. It concentrates on sharing learning experiences and hands-on involvement in training, before giving participants the chance to deliver a mini training session, and sharing feedback. The following points are not just outlines; they are participants' based activities.

## Course Outline

- Identifying Learning Styles:  
Introducing the 3 learning styles used to learn. Trainers have to mix these styles to capture every trainees' attention, as well as attacking learning points from various angles.
- Conducting On-the-Spot Assessments:  
Boosting trainers' ability to assess audience levels. This ensures using the appropriate level/ language to send the program message.
- What makes a good trainer?  
Finding the key skills that help set a learning target for each trainer
- Visual Aids:  
Pros and cons of teaching aids and their optimum use according to audience/venue/message
- Accommodating the Adult Learner:  
Putting together a package that achieves learning objectives for all participants based on their individual motives.
- Accommodating Learning Styles:  
Applying training techniques that caters for all participants' learning styles
- Using Lecture Effectively:  
Augmenting trainers' personal styles with training techniques help achieving the maximum effectiveness of training sessions.
- Facilitation Discussion:  
Guiding trainers' intervention to ensure and maximize a message has been attained by all trainees through their discussions, as well as handling trainees' communication issues.
- Handling Class Interactions:  
Dealing with 10 different difficult types of trainees, dysfunctional behaviors and various class room mishaps! A recipe for successful group management.

- **Setting up Application Activities:**  
Planning for exercises and activities to ensure learning points have been reached, retained and integrated and ready for live application.
- **Evaluating Trainer's Effectiveness:**  
Evaluating trainer's effectiveness is an essential key for continuous improvement. When and what to do to keep trainers development continuum going (Kaizen approach)
- **Application/role plays:**  
Implementing knowledge obtained on training programs is shown through participants' delivery of mini training sessions, with an in-class 360-feedback methodology.

### **Learning Objectives:**

After completing this course, participants will be able to:

- Identify and apply 3 learning styles
- Identify and apply 5 techniques to assess learners' levels/abilities
- Set improvement targets for participants
- Identify pros and cons of learning aids
- Identify and solicit learners' individual types of motivation
- Identify and apply group facilitation skills
- Identify 10 types of dysfunctional class interaction
- Identify and apply 4 steps for building up exercises and activities

### **Who Should Attend**

Trainers, Trainers-to-be, Managers

**Course Duration:** Four days from 9:00AM to 4:00PM

### **Course Accreditation**

This course has been approved for 21 Workshop recertification credit hours toward aPHR™, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through the HR Certification Institute.)

**Registration Deadline:** One week before the course date

### **Course Venue:**

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

**Registration & Payment:**

- Logon to [www.topbusiness-hr.com/Course\\_Register](http://www.topbusiness-hr.com/Course_Register) to fill a registration form. Alternatively you can request a registration form by mail from: [training@topbusiness-hr.com](mailto:training@topbusiness-hr.com).
- Course fees include material (Soft Copy), light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

**For More Information**

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